

# Earthquake Checklist



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This checklist is intended to be used in conjunction with the All Hazards Checklist in Appendix 1.

<b>PHASE 1 – PREPARATION</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Complete</b>
Store breakables on low shelving or in cabinets that can fasten shut.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bolt down water heaters, gas appliances and large furniture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brace heavy objects that could fall off of shelves or walls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anchor overhead lighting fixtures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Store weed killers, pesticides, and flammable products securely in closed cabinets with latches, on bottom shelves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repair any deep cracks in ceilings or foundations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locate safe spots within the building for sheltering during an earthquake (under a sturdy table or against an inside wall and away from windows).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PHASE 2 – IMPACT</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Complete</b>
Drop, cover and hold on! Move only a few steps to a nearby safe place. It is very dangerous to try to leave a building during an earthquake because objects can fall on you.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep everyone indoors until the shaking has stopped and you are sure exiting is safe, but be prepared for aftershocks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PHASE 3 – IMMEDIATE RESPONSE</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Complete</b>
Listen to a portable, battery-operated radio (or television) for updated emergency information and instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check for injuries. Give first aid when appropriate. Don't try to move seriously injured people unless they are in immediate danger of further injury.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do not light a match.			
Check for and extinguish small fires.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quickly check the church buildings for structural damage and if they have experienced damage, get everyone out before aftershocks happen.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you smell gas or hear a hissing or blowing sound, open a window and leave the building. Shut off the main gas valve and report the leak to the gas company. Otherwise, leave the gas on at the main valve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use the telephone only to report life-threatening emergencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do not flush toilets until you know that sewage lines are intact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consult the All Hazards Checklist in Appendix 1 for additional actions to be accomplished during this phase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PHASE 4 – RELIEF</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Complete</b>
Continue to listen to a portable, battery-operated radio (or television) for updated emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Use battery-powered lanterns or flashlights to inspect church buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean up spilled medicines, bleaches, gasoline, or other flammable liquids immediately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect the church buildings for structural damage. Examine walls, floor, doors, staircases, and windows to make sure that the building is not in danger of collapsing. Check for gas leaks, electrical system damage, sewage and water line damage, and loose plaster, drywall or ceilings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch off electrical power at the main fuse box if electrical damage is suspected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shut off the water supply at the main valve if water pipes are damaged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take pictures of the damage, both to the church buildings and their contents, for insurance claims.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open cabinets cautiously and beware of objects that could fall off shelves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact the church's insurance agent concerning filing a claim for damages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consult the All Hazards Checklist in Appendix 1 for additional actions to be accomplished during this phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PHASE 5 – RECOVERY</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Complete</b>
Consult the All Hazards Checklist in Appendix 1 for actions to be accomplished during this phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>